



www.penhillplaygroup.org.uk

Social Media Policy

At Penhill Playgroup, we recognise that social media has a vital role to play in informing parents, carers and the wider community about the work of the Playgroup and Stay and Play Toddler Group. It can be an easy way to exchange ideas, information, opinions and images. However, we also have a duty to safeguard the children in our care, their parents, carers and any staff, students or volunteers involved with the setting, including Committee members.

This Social Media Policy includes, but is not limited to:

- Websites
- Facebook
- Twitter
- Personal Blogs
- You Tube
- Instagram
- Snapchat
- Online Forums

Penhill Playgroup/Stay and Play Toddler Group Facebook Page

The page will be open to the public, but the option to post comments will be disabled, so that it can only be used to display information, messages or images from Penhill Playgroup and Stay and Play.

The site will be maintained by a member of staff, under the supervision of the Manager.

Any images uploaded will not contain recognisable pictures of children or adults, unless prior permission has been sought for this purpose.

The page will contain website, email and telephone contact details for the Playgroup/Stay and Play.

Any breaches of this Policy should be reported to the Designated Safeguarding Officers.

Photographs/Filming

Photographs/video clips taken at Penhill Playgroup or Penhill Stay and Play Toddler Group must not be posted online for public viewing, unless they are of just your own child.

Parents and staff do not have a right to photograph, film or upload photos/clips of anyone else's child, without parental permission.

Any photos on the Playgroup/Stay and Play website or Facebook page should not contain recognisable images of children or adults, without permission for them being there.

Comments/Discussions

No public discussions or comments should be made on social media regarding Penhill Playgroup/Stay and Play children, staff, parents or committee business (except appropriate use for marketing and fundraising), which could be construed to have an impact on the reputation of the Playgroup or that would offend a parent/carer, staff or committee member.



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Staff, Students and Volunteers' use of Social Media

Playgroup staff, students and volunteers, including committee members are advised to manage their social media security settings to ensure that information is only shared with those they choose to share it with.

Staff should maintain confidentiality and professionalism and refrain from discussing work related issues online. If staff do name the organisation or workplace in any social media context, it should not be in a way that is detrimental to the organisation or service users.

Staff should not accept service users, children or parents as friends as this would be a breach of professional conduct. (An exception for this may be made where a friendship or relationship is in place before the family become involved with the Playgroup.) However, all staff should avoid personal communication on social media with children, parents and carers with whom they work in a professional capacity.

Staff should not post or share any information they would not want children, parents, carers or colleagues to view.

Any concerns or breaches of this Policy should be reported to one of the Designated Safeguarding Officers.

Any member of staff, student or volunteer found to be posting remarks or comments that breach confidentiality; bring the Playgroup or Stay and Play into disrepute or are deemed to be of a detrimental nature to the Playgroup/Stay and Play, employees or service users, may face disciplinary action in line with the Playgroup Disciplinary Procedure.

General Guidelines for using Social Media

- Ensure personal security settings are managed so that information is only shared with the people you choose to share it with;
- No information sent over the web is totally secure, so if you don't want something to be made public, don't post it on social media;
- Apply a "good Judgement" test for every social media post you make;
- Maintain professionalism, honesty and respect.

This Policy will be reviewed and updated at least annually.

This Policy was adopted at a meeting of the Penhill Playgroup Committee.

Signed: _____

Date: _____